

STEP-BY-STEP INSTRUCTIONS FOR CONTRACT & PAYMENT EXPRESS REGISTRATION

1. Visit Contract & Payment Express (C&PE) at www.michigan.gov/cpexpress and click on 'Go to C&P Express.'
 - On the C&PE Home Page, click on the checkbox agreeing to the website terms and conditions, click on 'New Users' and complete the easy to follow instructions.
2. Registration will require you to create a User ID and entry of either a social security number (SSN) or Federal Employer Identification Number (FEIN), name, address information, and an email address.
 - If correspondence generated by C&PE should be directed to a specific individual or area other than the name associated with the SSN or FEIN provided, include that information in the "Address Attention" line.
 - Be sure to retain your User ID.
3. As part of the registration process, an Internal Revenue Service (IRS) W-9 form will be displayed. The form should be submitted electronically unless a paper copy is specifically required. **If no W-9 is submitted (electronically or via paper), your payments will be stopped.**
4. **OPTIONAL**—Sign up for direct deposit on the 'Add Direct Deposit Details' page:
 - Enter the banking information requested.
 - Select the addresses/mail codes you would like associated with the bank account.
 - Click on 'submit.'
 - Review the 'Submit Direct Deposit Authorization' form and click on the box at the bottom of the form agreeing to the terms and conditions.
 - Click on 'submit.'
 - You will be ready to receive payments by EFT in approximately 10 business days.

You can click on the 'cancel' button at the bottom of the page to bypass signing up for direct deposit and continue with registration.
5. Once you have successfully completed registration, a password will be sent through the U.S. mail to the address provided and individual or area indicated on the "Address Attention" line.
6. Do not access C&PE again until you have received your temporary password in the mail. This will avoid accidental inactivation of the assigned password.
7. Once the temporary password is received, you can access C&PE by entering the User ID that was created during the online registration and the password. The temporary password must be used within 30 days.
8. Once you have accessed C&PE, you will be prompted to change your temporary password for your security. You can then access C&PE anytime to change address or banking information or to view direct deposit remittance advice.

TROUBLE SHOOTING & ASSISTANCE

C&PE Pre-Registration Overview Training

- If you have general questions or concerns, view the C&PE Pre-Registration Overview Training PowerPoint located at www.michigan.gov/cpexpress. This overview is designed for payees registering for the first time in Contract & Payment Express (C&PE).

Problem Entering Your Address?

- If the C&PE site does not prompt you to enter address information, but displays an address instead, you are already enrolled on our vendor database, even though you have not registered through C&PE.
- If the address is correct, continue to complete the registration.
- If the address is incorrect, submit a letter explaining the address changes that are needed. This letter can be sent to the fax number, mailing address, or as an attachment to the email address listed at the bottom of this letter. The request must be signed and a phone number must be provided.

Unable to Register?

- If you are unable to register as a vendor or sign up for direct deposit on C&PE, go to www.mi.gov/ofm, click on 'vendor information/forms' and print and complete both the W9 and EFT forms. You may also contact the OFM Help Desk at the number listed below and request forms.
- Then submit the forms by email, fax, or mail to the contact information listed at the bottom of this letter.

Need Assistance Registering on C&PE?

- If you have questions that are not addressed in this correspondence, please click on the FAQ's at the top of the C&PE Welcome page.
- For additional assistance contact the Office of Financial Management (OFM) Help Desk.

OFM Help Desk

Email:	dmb-vendor@mi.gov
Phone:	(888) 734-9749
Fax number:	(517) 373-0297
Mailing Address:	P.O. Box 30026 Lansing, Michigan 48909